

# Las Vegas Municipal Court Record Sealing Forms

---

The following is a semi-automated form intended for Petitioners filing in Proper Person.

Once you have filled in the requested information on pages 1, 2, 3, and 4, that information will be applied to the Petition to Seal Records, the Declaration & Verification, the Order to Seal Records, and the Stipulation to Seal Records as found on pages 5-14 of this document.

After verifying that the information was applied correctly throughout all four documents, you can print the forms, then date and manually sign where applicable. The red and yellow notes found throughout this form will not show when printed.

**Please note:** Failure to sign the Petition to Seal Records, the Declaration & Verification, the Order to Seal Records, and the Stipulation to Seal Records is cause for immediate denial and your record sealing documents will be returned to you.

*No section of this document should be construed as providing legal advice.*

*Record Sealing is a highly sensitive area. You are encouraged to consult with private legal counsel. It is the responsibility of the Petitioner to provide correct information; this form cannot verify that the information you enter is true or correct.*

**Please fill in the following information:**

Petitioner's Name: \_\_\_\_\_

First Known Alias/AKA: \_\_\_\_\_

Second Known Alias/AKA: \_\_\_\_\_

Third Known Alias/AKA: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

LVMPD CS# (SCOPE ID): \_\_\_\_\_

## Agencies to be contacted upon completion of Records Sealing

Once the Judge has signed your Order to Seal, and you have received your documents back from the Court, a copy of that signed Order must be sent to any agency involved in the arrests/violations as listed in your Order and Petition.

### 1) First Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### 2) Second Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### 3) Third Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### 4) Fourth Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### 5) Fifth Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

## Charges to be sealed by the Las Vegas Municipal Court

The following information can be found on the criminal history reports provided by the Las Vegas Metropolitan Police Department (SCOPE) and/or the Nevada Criminal History Repository (CHR). If these reports lack information on certain charges, please refer to the case dispositions as provided by the Las Vegas Municipal Court.

If you would like to seal more than six (6) charges, you may add additional pages listing the extra charges to both the Petition and Order.

This form can be used to add additional charges. After printing, simply clear the form, enter the additional charges as you did for the first 6, and then print only pages 6 and 10 of this document (second page of Petition and Order).

### 1) First Charge to be Sealed

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

### 2) Second Charge to be Sealed

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

### 3) Third Charge to be Sealed

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

**4) Fourth Charge to be Sealed**

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

**5) Fifth Charge to be Sealed**

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

**6) Sixth Charge to be Sealed**

Arrest / Violation Date: \_\_\_\_\_  
Arresting Agency: \_\_\_\_\_  
Charge: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Final Disposition: \_\_\_\_\_  
Final Disposition Date: \_\_\_\_\_

---

BELOW THIS PAGE CONTAINS THE PETITION TO SEAL RECORDS, THE DECLARATION & VERIFICATION, THE ORDER TO SEAL RECORDS, AND THE STIPULATION TO SEAL RECORDS.

Please verify the information is correct, print, and sign each of the four following documents.

---

1 PSR

6 IN PROPER PERSON

8 LAS VEGAS MUNICIPAL COURT  
9 CLARK COUNTY, NEVADA

11 In the Matter of the Application of:

12 CASE NO:

13 DEPT NO:

15 DOB:

16 Social Security Number: XXX-XX-

17 LVMPD ID (SCOPE ID#):

18 For an Order to Seal Records

20 PETITION TO SEAL RECORDS

30 PSR

1	Arrest / Violation Date:
2	Arresting Agency:
3	Charge:
4	Case Number:
5	Final Disposition:
6	Final Disposition Date:
7	
8	Arrest / Violation Date:
9	Arresting Agency:
10	Charge:
11	Case Number:
12	Final Disposition:
13	Final Disposition Date:
14	
15	Arrest / Violation Date:
16	Arresting Agency:
17	Charge:
18	Case Number:
19	Final Disposition:
20	Final Disposition Date:
21	
22	Arrest / Violation Date:
23	Arresting Agency:
24	Charge:
25	Case Number:
26	Final Disposition:
27	Final Disposition Date:
28	
29	Arrest / Violation Date:
30	Arresting Agency:
	Charge:
	Case Number:
	Final Disposition:
	Final Disposition Date:

1 That the statutory time periods have been fulfilled and that, in the period prescribed for  
2 any convictions, the Petitioner has not been arrested, except for minor moving or standing traffic  
3 violations and that further action will not be brought concerning any arrests resulting in dismissal  
4 or acquittal.

5 WEREFOR, Petitioner waives a hearing in this matter and prays for an Order sealing all  
6 records listed above, which are presently in the custody of this Court, of another court in the  
7 State of Nevada or of a public or private agency, company or official of the State of Nevada,  
8 including but not limited to:

9 Agency:  
10 Street Address:  
11 City, State & Zip Code:

12 Agency:  
13 Street Address:  
14 City, State & Zip Code:

15 Agency:  
16 Street Address:  
17 City, State & Zip Code:

18 Agency:  
19 Street Address:  
20 City, State & Zip Code:

21 Agency:  
22 Street Address:  
23 City, State & Zip Code:

24  
25 DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

26  
27  
28 \_\_\_\_\_

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30

STATE OF NEVADA )  
 ) ss.  
COUNTY OF CLARK )

1. If executed in this State: "I declare under penalty of perjury that the foregoing is true and correct."

Date	Petitioner's Signature
------	------------------------

Executed on:

Date \_\_\_\_\_ Petitioner's Signature \_\_\_\_\_



1 OSR

6 IN PROPER PERSON

8 LAS VEGAS MUNICIPAL COURT  
9 CLARK COUNTY, NEVADA

11 In the Matter of the Application of:

12 CASE NO:

13 DEPT NO:

15 DOB:

16 Social Security Number: XXX-XX-

17 LVMPD ID (SCOPE ID#):

18 For an Order to Seal Records

19 ORDER TO SEAL RECORDS

30 OSR

1	Arrest / Violation Date:
2	Arresting Agency:
3	Charge:
4	Case Number:
5	Final Disposition:
6	Final Disposition Date:
7	
8	Arrest / Violation Date:
9	Arresting Agency:
10	Charge:
11	Case Number:
12	Final Disposition:
13	Final Disposition Date:
14	
15	Arrest / Violation Date:
16	Arresting Agency:
17	Charge:
18	Case Number:
19	Final Disposition:
20	Final Disposition Date:
21	
22	Arrest / Violation Date:
23	Arresting Agency:
24	Charge:
25	Case Number:
26	Final Disposition:
27	Final Disposition Date:
28	
29	Arrest / Violation Date:
30	Arresting Agency:
	Charge:
	Case Number:
	Final Disposition:
	Final Disposition Date:

1 A copy of this Order shall be sent by Petitioner to each public or private agency, company  
2 or official of the State of Nevada, including but not limited to:

3  
4 Agency:  
5 Street Address:  
6 City, State & Zip Code:

7 Agency:  
8 Street Address:  
9 City, State & Zip Code:

10 Agency:  
11 Street Address:  
12 City, State & Zip Code:

13 Agency:  
14 Street Address:  
15 City, State & Zip Code:

16 Agency:  
17 Street Address:  
18 City, State & Zip Code:

19 As named in the Petition, and such organization or individual shall seal the records in its custody  
20 which relate to the matters contained in this Order, shall advise the Court of its compliance and  
21 shall then seal the Order.

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

29 ///

30  
OSR

1 All proceedings recounted in the sealed records are deemed never to have occurred, and  
2 the person to whom this order pertains may properly answer accordingly to any inquiry,  
3 including without limitation an inquiry relating to an application for employment, concerning the  
4 sealed arrest, conviction, dismissal or acquittal and the events and proceedings relating to the  
5 arrest, conviction, dismissal or acquittal.

6  
7 ORDERED on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

8  
9  
10 \_\_\_\_\_  
COURT JUDGE

11  
12 Submitted by:

13 \_\_\_\_\_  
14  
15  
16  
17  
18

19 The City Attorney has reviewed the applicable criminal history and agrees that the record  
20 is statutorily eligible for sealing. The petition and order have not been reviewed for  
21 completeness or accuracy. The decision to order the sealing of a record remains solely within the  
22 discretion of the court. See NRS 179, et seq.

23  
24 BRADFORD R. JERBIC  
25 CITY ATTORNEY

26 By: \_\_\_\_\_  
27 Assistant / Deputy City Attorney

28 Bar No.: \_\_\_\_\_

29 Dated: \_\_\_\_\_  
30

OSR

1 STIP

6 IN PROPER PERSON

8 LAS VEGAS MUNICIPAL COURT  
9 CLARK COUNTY, NEVADA

11 In the Matter of the Application of:

12 CASE NO:

13 DEPT NO:

15 DOB:

16 Social Security Number: XXX-XX-

17 LVMPD ID (SCOPE ID#):

18 For an Order to Seal Records

20 STIPULATION TO SEAL RECORDS

30 SSR

1 IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter and  
2 that it may be submitted to the Court for a decision

3  
4 DATED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

5  
6  
7  
8  
9  
10 BRADFORD R. JERBIC  
11 CITY ATTORNEY

12 By: \_\_\_\_\_  
13 Assistant / Deputy City Attorney

14 Bar No.: \_\_\_\_\_

15 Dated: \_\_\_\_\_  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30

1 NEO

2  
3  
4  
5  
6 IN PROPER PERSON

7  
8 LAS VEGAS MUNICIPAL COURT  
9 CLARK COUNTY, NEVADA  
10

11 In the Matter of the Application of:

12 CASE NO:

13 DEPT NO:

14  
15 DOB:

16 Social Security Number: XXX-XX-

17 LVMPD ID# (SCOPE ID#):

18 For an Order to Seal Records  
19

20 NOTICE OF ENTRY OF ORDER TO SEAL RECORDS  
21

22 YOU WILL PLEASE TAKE NOTICE THAT ON THE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
23 the above-entitled Court entered an Order to Seal Records in the above-entitled action. A true  
24 copy of the Order to Seal Records is attached hereto.

25 DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
26  
27

28 \_\_\_\_\_  
29  
30 NEO

CERTIFICATE OF MAILING

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I served  
a true copy of the foregoing Notice of Entry of Order to Seal Records by placing the same into a  
sealed envelope, affixing first class postage thereto, and depositing said envelope in the U.S.

Mail, addressed as follows:

Agency:  
Street Address:  
City, State & Zip Code:

Agency:  
Street Address:  
City, State & Zip Code:

Agency:  
Street Address:  
City, State & Zip Code:

Agency:  
Street Address:  
City, State & Zip Code:

Agency:  
Street Address:  
City, State & Zip Code:

---